

RECORDS MANAGEMENT PROGRAM STATUS
(Calendar Year 1960 except updating noted)

Report 1-4-1
Amended

I Records Disposition

Man Years Expended 1960 - 3

1. Records Control Schedules

a. New Schedules - Prepared 9 during 1960 for Headquarters. Schedules for 14 DDP components (out of a total [] are needed to complete all Headquarters requirements. Schedules for overseas requirements to be prepared -- possibly to be accomplished at Headquarters with DD/P member -- except for [] which were done on each post by a Records Management Staff Member, approximately two years ago.

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b. Old Schedules - Audited 8 schedules during 1960. Six being audited now and an additional nine to be audited in 1961; this will complete the audit of each office schedule at least once. Our objective is to audit all schedules biennially.

2. Vital Records Schedules

Prepared 18 new ones in 1960, which completes all Headquarters requirements. Audited 6 old ones, one in process of audit now and 8 more to be audited in 1961.

II Filing Systems

Man Years Expended 1960 - 3

1. Subject-Numeric - Completed 16 new installations in 1960, making a total of 220. An estimated 175 remain to be done. Probably 15 to be undertaken in 1961; possibly a greater portion of these would be outside the DDP area.

2. Special File System (Modifications of Subject-Numeric) - Completed 8 in 1960; these were responsive to requests for tailor-made systems.

3. Shelf Filing - Completed 12 new installations in 1960, making a total of 39. Ten in process now and an estimated 15 to be activated in 1961. (Those completed include [] OO/C offices.)

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CIA INTERNAL USE ONLY

III Forms Management

Man Years Expended 1960 - 6

- | | |
|--------------------------------------|------------|
| 1. New Forms Approved | 1960 - 150 |
| Forms Revised | 1960 - 229 |
| Forms Eliminated (including bootleg) | 1960 - 322 |

There is a current project concerned with possibility of elimination of 525 bootleg forms in the DDP area. There exists an estimated additional 2500 bootleg forms throughout the Agency.

IV Records Center Operations

Man Years Expended 1960 - 17

- | | |
|--|---------------|
| 1. New Receipts - 1960, 16,896 cu. ft., making total cumulative | 97,742 cu ft |
| 2. Records Destroyed - 1960, 6,608 cu. ft., making total cumulative | 34,249 cu ft |
| 3. Total Records Holdings in Records Center, 31 December 1960 | 63,493 cu ft* |
| 4. References Processed 1960 - 252,587 - an increase of 91% over 1959. | |

* This was 88% of the then controlled space. 31,320 contiguous cu. ft. are in reserve from which we acquired 3,720 cu. ft. in February 1961; all these records are subject to authorized records control schedules.

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Distribution:

Original & 1 - DDS

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1 - [] (Records Center)

1 - RMS File Copy

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1 - [] htk (21 March 1961)